

FORWARD

We have spent a lot of time trying to put together an **ATTORNEY ELECTRONIC FILING MANUAL** which is the best in the country. The manual does *not* include every possible event (document or pleading) that you may file, although we have tried to include the most important or most frequently filed or most involved items in this publication. If you can successfully e-file the documents that are presented in this manual, you can successfully e-file anything.

Your success in using electronic document filing will depend totally upon your time and patience in learning this new way of interacting with a court. The most exciting aspect of this adventure is that you have the opportunity to become immediately involved in a practice that will be uniform in all courts in America - federal, state and local - within a few short years. You are one of the lawyers who asked to become certified as an electronic filer and we hope that you dedicate enough time to the task that you will quickly learn of the tremendous benefits to this form of submitting documents to the court.

Please allow me to belabor this point: **You must make whatever sacrifice that is necessary in terms of time and effort in order to reap the benefits of e-filing.** This is something entirely new to you and your office so it will take some learning before you become proficient. Your first e-filed document may take you the better part of a half day to complete. However, your second such filing may only take an hour. Then, as you really learn the system, you will be filing electronically and flawlessly in only minutes and without consulting your manual.

The training which we will provide you is principally to acquaint you with the manual, and the benefits and possibilities associated with e-filing. Your success as an e-filer is entirely up to you, although we will make every effort to assist you along the way.

Please allow me just a moment to express the sincere gratitude of myself and Judge Flatley for all of the hard work of Chris Warsinsky and Marcie Kacsmar from our automation staff and Anita Swaton, Chief Deputy Clerk, for putting together this rather immense automated system for filing and maintaining court records.

I wish you the very best in this new endeavor.

Mike Sturm